

LCIS Quick Guide - Payment

Please use the most current version of the Google Chrome browser to access LCIS. Google Chrome can be downloaded from this link: <https://www.google.com/chrome/>

2 Payments

Licensees and Authorized Agents may make online credit card payments via LCIS. Payment screen, **Pay Balance Due** page will populate after an application requiring payment has been submitted. If an application(s) have already been submitted, **Pay Balance Due** page may be accessed from the Licensee-License grid.

On the LCIS Homepage, under the **Licensing** menu, click on **Licensee**.




To make a payment, go to the **Due** column, double click **Pay** and the **Pay Balance Due** page will appear.

[Home](#) / [Licensee-Licenses](#)

Licensee-Licenses

[Add Licensee](#)



Licensee Name	Trade/DBA Name	License #	Period Start	Period End	Period Status	GLS	Due	Fees
license	renew		yyyy-mm-dd	yyyy-mm-dd				
LICENSE TO RENEW (EXAMPLE)	RENEWAL FOR MANUALS	R9991	04/01/2020	06/30/2020	Active	File	Pay	
TEST LICENSEE 041620	LICENSE RENEW (SAMPLE)	D1999	07/01/2019	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE RENEWAL - OFFICER CHANGE	F1999	07/01/2019	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE RENEWAL - PAID	R1999	01/01/2020	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE RENEWAL NOT PAID	E1999	07/01/2019	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE TO RENEW - NOT PAID	E2999	07/01/2019	06/30/2020	Active	File	Pay	
TEST LICENSEE 041620	LICENSE TO RENEW - OFFICER CHANGE	F2999	07/01/2019	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE TO RENEW - PAID	R2999	07/01/2019	06/30/2020	Active	File		
TEST LICENSEE 041620	LICENSE TO RENEW - SAMPLE	D2999	07/01/2019	06/30/2020	Active	File		

2.1 Make an Online Credit Card Payment

- The **Pay Balance Due** lists all fees that are outstanding, for your license(s).
- Select the fee(s) you wish to pay by clicking the **check box** next to the appropriate entry(ies).
 - If you have multiple licenses, an individual fee will be listed for each license.
 - You may select multiple entries for one payment transaction, by clicking the check box at the top of the check box column.
- Click the **Pay Now** button to go to the **Payment** page and enter your credit card information.

Pay Balance Due

TEST LICENSEE

<input type="checkbox"/>	License # 1 ↑	Trade/DBA Name	Fee Type 2 ↑	Balance Due
<input checked="" type="checkbox"/>	X0001	USER MANUAL TEST LICENSE	License Renewal Fee	1,800.00
<input type="checkbox"/>	X0002	USER MANUAL MULTIPLE LICENSE 1	License Renewal Fee	1,440.00

Pay Now

Home

Figure 1

- d. On the **Payment** page, select “Credit Card” from the **Payment Method** drop-down list.
- e. Double-click on the “0.00” in the **Amount to Apply** field and highlight the text. Enter the amount you wish to pay, and click anywhere else on the screen. The amount entered will be displayed in the grey **Amount** field.
- f. NEW: Enter your email address to receive an email confirmation of your payment.
- g. Click the **Submit** button to submit your payment.

Payment

LICENSE TO RENEW (EXAMPLE)

Payment Method

Credit Card

VISA, MasterCard or Discover Card accepted.

Credit Card #

Card Number

Month

Year

Select Month

Select Year

CVV/CSV

Security Code

Name on Card

First Name

Last Name

Billing Attention

Attention

Billing Address

Street 1

Note: DO NOT ENTER Payment here. Amount will populate once you enter payment amount in grid

NEW: Add email address to send payment confirmation

City State Zip Code

Amount Email

Verified By Payment Received Date

License # 1 ↑	Trade/DBA Name	Fee Type 2 ↑	Balance Due	Amount to Apply
X0002	USER MANUAL MULTIPLE LICENSE 1	License Renewal Fee	1,440.00	<input type="text"/>

ENTER PAYMENT HERE

Total 0.00

Figure 2

- h. The **Payment Confirmation** page will display a Receipt Number. You may take a screenshot or print this page to keep as proof of payment.
 1. To take a screenshot...
 - i. Mac or Apple – press Shift+Command+3
 - ii. PC or Windows – press Alt+PrtScn
 2. To print this screen...
 - i. Go to File and select “Print...”
 - ii. **OR**, hover your mouse over the screen and right-click to open the menu, and select “Print...”
 - iii. **OR**, press and hold down the Control key and click your trackpad once to open the menu, and select “Print...”
- i. Scroll down and click the **Done** button to go back to the LCIS Homepage.

Payment

TEST LICENSEE 041620

Payment Method

Credit Card

Confirmation #

40047455605

Amount

1,800.00

Receipt Number

000000000000042

Verified By

BETA 2 TESTER2

Payment Received Date

04/16/2020

License # 1 ↑	Trade/DBA Name	Fee Type 2 ↑	Amount Applied
D1999	LICENSE RENEW (SAMPLE)	License Renewal Fee	1,800.00

Total

1,800.00

Done

Figure 3

2.2 NEW: View Payment History

To view history of payments, click “[Licensee](#)” under the Licensing menu on the LCIS Home screen. Under the “Payment” column, double click on “[View](#)” link to view all payments.

Licensing

[Licensee](#)

Application

File A New Application
Existing Application

Licensee-Licenses

Licensee Name	Trade/DBA Name	License #	Period Start	Period End	Period Status	GLS	Due	Payment
test			0000-0000-00	0000-0000-00				
HLC Test Business	HLC Test Establishment	X9999	07/01/2018	06/30/2019	Expired	File	Pay	View
HLC Test Business	Test 2	X9998	07/01/2018	06/30/2019	Expired	File	Pay	View